

*2 Oct. Staff mtg.*

OTR Personnel

Soft File Contents

FILE ONLY ONE COPY OF EACH DOCUMENT

Left Side

Pertinent memorandum, notes,  
traffic.

\*Contract and all contract  
amendments (This is the  
Official File of contract  
employees)

Right Side

Top

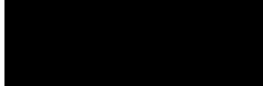
Bio Profile  
Current Cover sheet  
Career Board/Panel Category

1. Actions

latest promotion

PSI (latest)

STATINTL

 (est)

check-in/out

\*all contract actions

2. Performance

FR's (last 3)\*all contract FR's

LOI (current)

training (all)

promotion recommendations

performance certifications

3. Assignments

~~FRQ~~/FRQ/HRQ (all)

Qualification Updates (all)

4. Medical & Security

travel orders (all)

cover documents

last 259 & 259a

security documents

5. Other

service abroad

CIARDS

PHS

claims